

JOB TITLE: Custodian

MT/9

DEPARTMENT: Maintenance, Rutherford County

JOB SUMMARY: This position is responsible for cleaning and maintaining county buildings.

MAJOR DUTIES:

- o Cleans restrooms, including cleaning and sanitizing fixtures and mirrors, replacing soap and paper products, emptying trash cans, and sweeping and mopping floors.
- o Cleans water fountains, tables, desks, counters, courtrooms, break rooms, and conference rooms.
- o Cleans hallways and offices, including dusting, mopping, and waxing floors or vacuuming carpets.
- o Cleans stairways, including sweeping floors and dusting railings.
- o Washes windows, cleans woodwork, and washes walls.
- o Dusts and polishes furniture and fixtures; dusts blinds and window sills.
- o Polices areas around entranceways and grounds, picks up debris, and empties ashtrays; sweeps sidewalks.
- o Assists with maintaining an adequate inventory of cleaning supplies; stocks supplies in four buildings.
- o Secures buildings: locks exterior doors, checks buildings and reports suspicious persons or problems.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of county safety policies and procedures.
- o Knowledge of department policies and procedures.
- o Knowledge of various cleaning chemicals.
- o Skill in operating such cleaning devices as a vacuum cleaner, mop, and broom.
- o Skill in oral and written communication.

SUPERVISORY CONTROLS: The Maintenance Supervisor assigns work in terms of detailed and specific instructions. The supervisor spot-checks work in progress and upon completion for accuracy, adequacy, and adherence to instructions and established guidelines.

GUIDELINES: Guidelines include county safety policies and procedures, accepted cleaning practices and standards, and supervisory instructions. These guidelines are clear and specific.

COMPLEXITY: The work consists of directly-related duties in cleaning county buildings.

SCOPE AND EFFECT: The purpose of this position is to clean and maintain county buildings. Successful performance contributes to a pleasant environment for county employees and visitors.

PERSONAL CONTACTS: Contacts are typically with co-workers, other county employees, and the general public.

PURPOSE OF CONTACTS: Contacts are typically to exchange information and provide services.

PHYSICAL DEMANDS: The work is typically performed while standing, walking, bending, crouching or stooping. The employee frequently lifts light and heavy objects, climbs ladders, and uses tools or equipment requiring a high degree of dexterity.

WORK ENVIRONMENT: The work is performed both indoors and outdoors. The employee is exposed to noise, dust, dirt, contagious or infectious diseases, and irritating chemicals. The work requires the use of protective devices such as masks, goggles, or gloves.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None.

MINIMUM QUALIFICATIONS:

- o Ability to read, write and perform basic mathematical calculations.
- o No experience requirements.